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**Summer Session 1958**



# EVENING COURSES

**REGISTER JUNE 2-7**

Monday - Friday, 9:00 A.M. - 6:30 P.M.

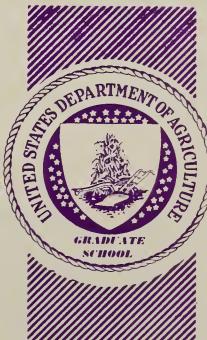
Saturday, 9:00 A.M. - 4:00 P.M.

**Courses for  
High School and  
College Graduates**

**Training for  
Federal Employees**

**Graduate School  
U. S. Department of  
Agriculture**

Independence Avenue, between 12th and 14th Streets, S.W.  
Washington 25, D.C.



## GENERAL INFORMATION

Classes begin during the week of June 9 and continue for ten weeks unless otherwise stated in the schedule. All classes meet in the evening.

**Procedures:** Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school or the equivalent is the general prerequisite for all courses. In addition, the more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office.

**Fees:** The charge for tuition is ordinarily \$12 for each credit hour, payable at the time of registration. Arrangements can be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by June 20.

**Late Registration:** After June 7, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through June 13.

**Course Transfers:** Until June 13, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00. Transfers may be made only with the permission of the interested instructor.

**Veterans:** Veterans who are applying for entrance to the Graduate School for the first time under Public Law 550 or Public Law 634 are urged to consult with the Registrar well in advance of registration week.

**Textbooks:** Textbooks can be purchased at the Graduate School Bookstore, Room 1022, South Building, during the following hours:

Registration week: June 2-7	June 16-20
Monday-Friday 1-6:30 p.m.	Monday-Friday 4:30-6:15 p.m.
Saturday 9-4 p.m.	
First week of classes: June 9-13	After June 20
Monday-Friday 1-6:30 p.m.	Monday-Friday 4:30-5:30 p.m.

**Withdrawals and Refunds:** When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through June 13, tuition less \$5.00 for each course
June 16-20, 60 per cent of the tuition
June 23-27, 50 per cent of the tuition

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office.

**Parking:** Students and faculty may park after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. There is also space on the Mall, north of the Administration Building.

**Cafeteria:** The cafeteria in the fifth wing of the South Building is open from 5:00 to 6:30 p.m. A pass is required until 5:30.

**Business Office Hours:** The Graduate School office, Room 1031, South Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C., is open from 9:00 a.m. to 6:15 p.m. Monday-Friday. Telephone: REpublic 7-4142, Extension 6387.

Registration June 2-7

## SCHEDULE OF CLASSES

Classes begin June 9

No.	Course Title	(Cr.)	Instructor	Day	Time	Fee	Catalog	Page
<b>SHORT COURSES</b>								
	The following courses will meet twice a week for four weeks, beginning June 9.							
2-25.	How to Increase Your Learning Efficiency (non-credit)	Saunders	T-Th	6:10-8	\$12			
	(Designed to increase the student's capacity to learn, to understand, and to better his grades. The time and effort necessary to achieve these goals will be reduced. This is accomplished by the acquisition of skill in using improved tools and methods of learning.)							
7-10.	Great Issues in Politics (non-credit)	Shelden	M-W	6:10-8	\$12			
	(The outstanding political issues facing the United States today are examined in this course. It derives considerable benefit by our proximity to the heart of events in Washington and is aimed to be interesting as well as informative.)							
8-50.	American Art (non-credit)	Broadley	M-W	6:10-8	\$12			
	(Eight illustrated lectures dealing with American artistic expression in painting, sculpture and painting, from the earliest times to the present day. The five major topics to be considered are: (1) American Art prior to the discovery of the New World; (2) American Art of the Colonial Era; (3) American Art during the early years of Independence; (4) American Art in the nineteenth century; (5) American Art in the twentieth century.)							

## **BIOLOGICAL SCIENCES**

1-215. Systematic Botany of Wild Flowers (non-credit) Cowan Th 6:10-9 and several Saturdays \$24  
 (An elementary non-technical course, without prerequisites, to determine the names and relationships of wild and cultivated plants in the Washington area. Directed laboratory, following introductory background lectures. Weekend field trips to nearby areas to learn proper methods of collecting and preserving plant materials and to observe plants in their natural surroundings. Laboratory will be devoted largely to the identification of these collections, using less technical texts. An inexpensive book and magnifier with seven to ten times magnification will be required.)

## **LANGUAGES AND LITERATURE**

### **English—Grammar and Writing**

2-35. English for Secretaries—Rapid Review (non-credit) Jones Tu 6:10-9 \$24 p. 20  
 2-95. Improving Reading Ability (non-credit) Rollins M-Th 6-8 \$36 and \$15 laboratory fee p. 20  
 2-112. Practical English Usage (2) Jones Th 6:10-9 \$24 p. 21  
 2-119. Vocabulary Building (2) Struhs Th 6:10-9 \$24 p. 21  
 4-330. Government Letter Writing (2) Samson Tu 6:10-9 \$24 p. 47

### **Literature**

2-331. Significant Books of the Twentieth Century (2) Ruppert W 6:10-9 \$24 p. 23

### **Information Methods**

2-243. Using Visuals Effectively (2) McClaren, White, Granahan, Renaud Tu 6:10-9 \$24 p. 26

### **Library Techniques**

2-139. Cataloging and Classification II (2) Birch W 6:10-9 \$24 p. 27

### **Speech**

2-228. Fundamentals of Speech (2) Trachtman Tu 6:10-9 \$24 p. 27

### **French**

2-68. Reading French—Grammar Review and Vocabulary Building (non-credit) Etienne Tu 6:10-9 \$24 p. 28

2-87. French for Travelers I (non-credit) Vican W 6:10-9 \$30 p. 28

### **German**

2-66. Reading Scientific German (non-credit) Schaumann M 6:10-9 \$24 p. 29

2-88. German for Travelers (non-credit) Von Luttichau W 6:10-9 \$30 p. 29

### **Russian**

2-45. Review of Elementary Russian (non-credit) Saharov Tu 6:10-9 \$24 p. 30

### **Spanish**

2-83. Basic Conversational Spanish (non-credit) Ponce M 6:10-9 \$30

(The student will learn to converse on such subjects as meals, clothing, weather, numbers, the family, his country, his job, his interests, and traveling. By doing two hours of home study each week, in addition to class attendance, the student should gain a sound basic vocabulary for conversation in Spanish. No previous study of the language is required.)

2-84. Conversational Spanish II (non-credit) Ponce Tu 6:10-9 \$30

(A continuation of 2-83. Greater vocabulary and fluency will be attained through the reading of Spanish language magazines and newspapers. These will also present a picture of the language, customs, and peoples of Latin America. Prerequisites: 2-83 or the equivalent.)

## **MATHEMATICS AND STATISTICS**

### **Mathematics**

4-101. Everyday Mathematics (2) Mouser Tu 6:10-9 \$24 p. 45  
 3-1. Review of College Freshman Mathematics (non-credit) Huddleston M-W 6:10-8:10 \$36 p. 37  
 3-2. Review of Calculus (non-credit) Kusner M-Th 6:10-8:10 \$36 p. 37  
 3-5. Review of College Algebra (non-credit) Morrison M-Th 6:10-8:10 \$36 p. 37  
 3-6. Preparatory Mathematics for Introductory Statistics (non-credit) Suter M 6:10-9 \$24 p. 37  
 3-104. Trigonometry (2) Stearn W 6:10-9 \$24 p. 38  
 3-126A. Introductory Statistics (First Half) (2) Rauchschwalbe Tu 6:10-9 \$24 p. 40  
 3-126B. Introductory Statistics (Second Half) (2) Rauchschwalbe Th 6:10-9 \$24 p. 40  
 3-565. Data Processing on Electronic Computers I—Univac (2) Shimkus Tu 6:10-9 \$24 p. 42  
 3-567A. Data Processing on Medium-Sized Electronic Computers—IBM 650 (First Half) (2) Instructor to be announced Th 6:10-9 \$24

No. Course Title (Cr.) Instructor Day Time Fee Catalog Page

## OFFICE TECHNIQUES AND OPERATIONS

### Clerical—Administrative Procedure

4-101. Everyday Mathematics (2) Mouser Tu 6:10-9 \$24 p. 45  
4-108. Administrative Procedure (2) Hickey Tu 6-8:50 \$24 p. 45  
4-114. Federal Personnel Procedure (2) Starns M 6-8:50 \$24 p. 46  
4-330. Government Letter Writing (2) Samson Tu 6:10-9 \$24 p. 47

### Shorthand

4-89. Review of Gregg Shorthand (Anniversary), 60-90 Words (non-credit) Butler M-Th 6:10-8:10 \$36 p. 48  
4-129. Gregg Shorthand Simplified I (3) Bell M-Th 6:10-8:10 \$36 p. 49  
4-130. Gregg Shorthand Simplified II (3) Gaasterland M-Th 6:10-8:10 \$36 p. 49  
4-225. Gregg Shorthand Simplified, 60-80 Words (3) Vallières M-Th 6:10-8:10 \$36 p. 49

## PHYSICAL SCIENCES

5-65. Review of Elementary Organic Chemistry (non-credit) Prickett M-Th 6:10-8:10 \$36 p. 51

## PUBLIC ADMINISTRATION

### Accounting

6-352A. Principles of Accounting (First Half) (3) Levenberg, Marshall M-Th 6:10-9 \$36 p. 73  
6-352B. Principles of Accounting (Second Half) (3) Carter Tu-Th 6:10-9 \$36 p. 74

## SOCIAL SCIENCES

### Human Relations

7-541. Improving Human Relations and Group Behavior (2) Bauer M 6:10-9 \$24 p. 86

## TECHNOLOGY

### Fine Arts

8-320. Pencil Sketching and Water Color Painting (2) Lyon M-W 6:10-8 \$30 p. 95

### Photography

8-70. Popular Photography (non-credit) Burnett Tu 6:10-9 \$24 p. 97

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## U. S. DEPARTMENT OF AGRICULTURE

### GRADUATE SCHOOL

WASHINGTON 25, D. C.

**1958 SUMMER SCHEDULE OF CLASSES**